



Technology in the Archives

Library Technology Showcase 2012

19 September 2012

**Annette le Roux
Archivist**

Contents

- Perceptions about archives
- What does archivists do?
- Technology in the archives
 - services
 - training
- Online presence
- Digitising

Perceptions about archivists & archives in fiction

Archivists

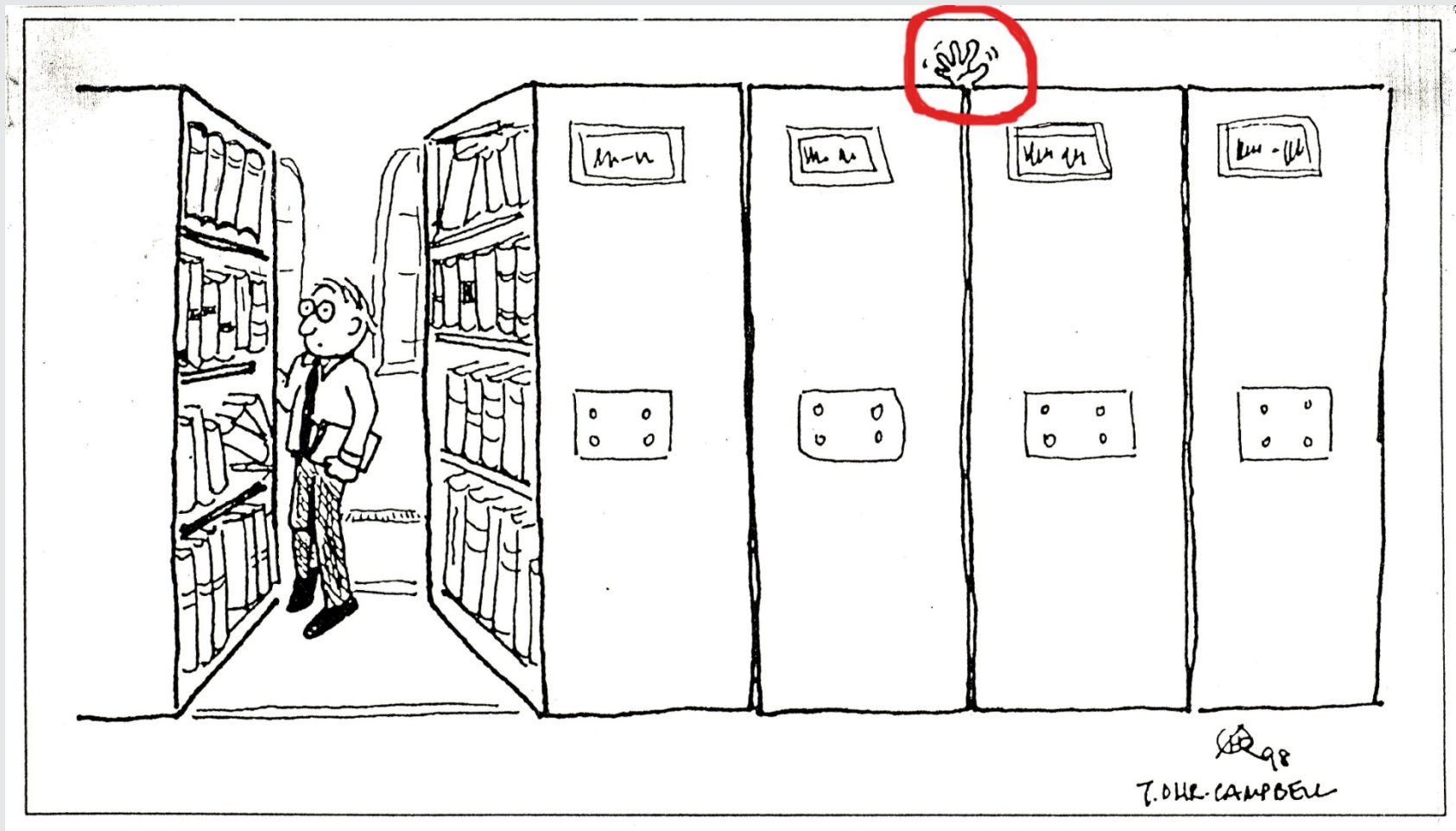
- seem to be absent-mindedness, other-worldliness, clumsiness, dustiness, musty odors, awkwardness, and other features suggesting one who is far more comfortable with dead, rather than living, people

Archives

- ... where the records are stored, are often similarly depicted. They are situated in basements or attics. They are associated with dust and old, useless stuff. They are seen as forgotten places, or as places to put stuff that should, or will, be forgotten

<http://readingarchives.blogspot.com/2006/11/what-should-fictional-archivist-look.html>

Perceptions about archives 2



Archives

A collection of historical records, or the physical place they are located. Archives contain primary source documents that have accumulated over the course of an individual or organization's lifetime, and are kept to show the function of an organisation

It consist of records that have been selected for permanent or long-term preservation on grounds of their enduring cultural, historical, or evidentiary value

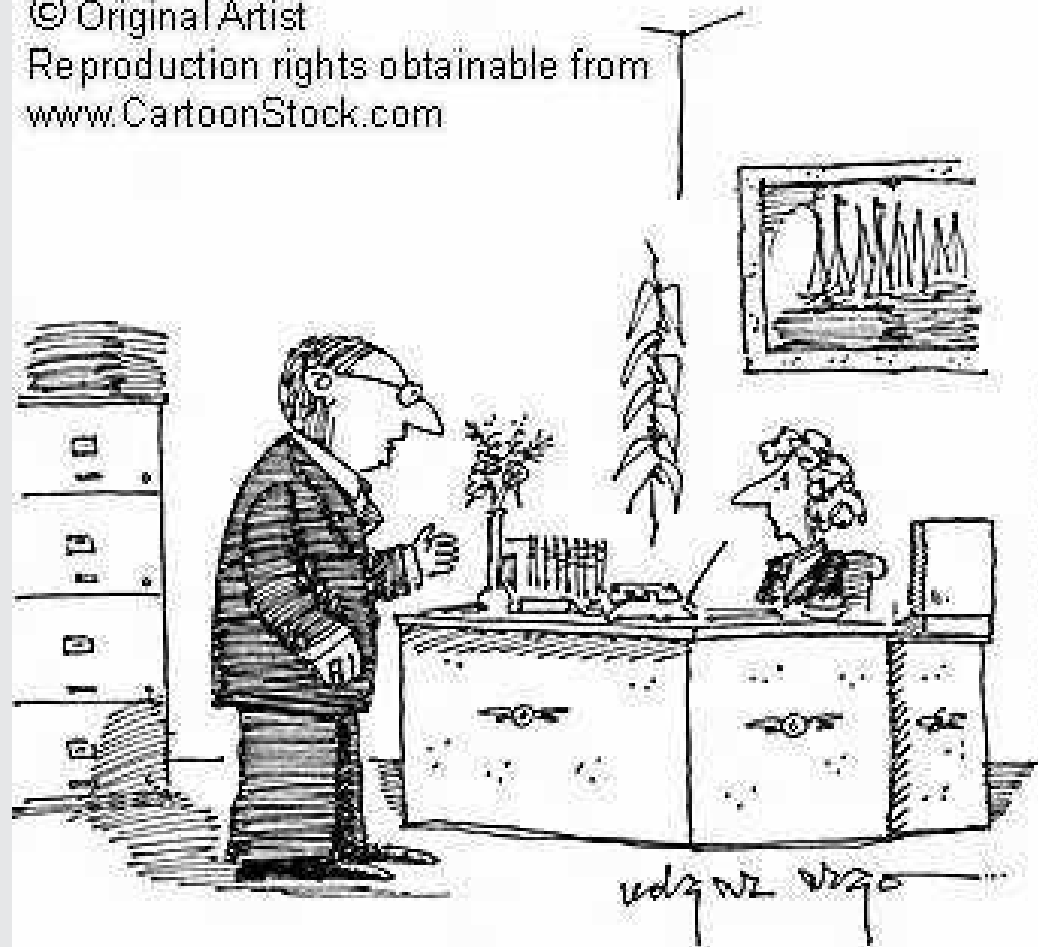
Archival records are normally unpublished and almost always unique, unlike books or magazines for which many identical copies exist

Archivist

An archivist brings
order to archival
material and make
The information
resources
accessible to
researchers

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"GO THRU THE FILES AND GET RID OF EVERYTHING
THAT'S OVER TEN YEARS OLD.... BUT MAKE COPIES!"

<http://www.cartoonstock.com/directory/a/archive.asp>

UNISA



Disorganised collections



Donations can sometimes be a bit disorganised

Archives



Organised archival material

Finding aids

An archivist creates finding aids to enable the researcher to know what is available in a specific collection

- such as guides
- directories
- inventories

Finding aids

Inventory

Inventory: Gauteng and Environs Library Consortium (GAELIC) (5.1 linear metres)

1	GAELIC constitution, including revisions	2001-2006
2	Project summaries Phase 1 Phase 2 Phase 3	
3	Andrew W Mellon Foundation Proposal on information technologies in libraries discussions meetings, reports planning documents proposal, contracts memorandum of agreement	1995-2009
	finances	1996-2009
	includes University of Namibia III grant finances	2004-2009
	Implementation Management Committee minutes, working papers	1998

Reading room





Technology in the Archives

Service to clients

- High resolution scans done by Unisa archives staff - as requested by the researcher - jpeg
- Researcher scan with the Xerox and email to themselves - pdf
- Researchers photograph what they need – jpeg
- Training

Hoffmann scans



TRAINING CLIENTS TO USE ARCHIVE DATABASES AND FINDING AIDS

National Archives

National Automated Archival Information Retrieval System (NAAIRS)

- countrywide information,
including Unisa Resources

Databases in NAAIRS

National Archives of South Africa (NASA)

Select a database from those listed below:

- | | |
|-----|--|
| GEN | - Data of the South African Genealogical Society on Gravestones |
| HER | - Data of the Bureau of Heraldry on registered heraldic representations |
| KAB | - Cape Town Archives Repository |
| MAN | - National Registers of Manuscripts and Photographs (NAREM and NAREF)
National Archives' cartographic and library material, microfilms and copies |
| NAB | - Pietermaritzburg Archives Repository |
| OVM | - National Register of Audio-Visual Material (NAROM) |
| ROS | - National Register of Oral Sources (NAROS) |
| RSA | - All Archives Repositories and National Registers of non-public records |
| SAB | - National Archives Repository (Public Records of Central Government since 1910) |
| TAB | - National Archives Repository (Public Records of former Transvaal Province and its predecessors as well as of magistrates and local authorities) |
| TBD | - Durban Archives Repository |
| TBE | - Port Elizabeth Archives Repository |
| TBK | - Cape Town Records Centre |
| VAB | - Free State Archives Repository |

[\[Home\]](#) [\[About NARS \]](#) [\[NAAIRS \]](#) [\[NAAIRS HELP \]](#)

NAAIRS search screen

National Archives of South Africa (NASA)
Database: All Archives Repositories and National Registers of non-public records

Query Input

Search Words (Insert one or more SearchWords)

Operators

And
And
And
And

Chronological Selection (Optional)

Beginning Date **CCYY** **Comparand** **Ending Date**

Chronological Sequence (Optional)

[Help](#) for structuring queries.

National Archives of South Africa (NASA)

Database: All Archives Repositories and National Registers of non-public records

NAAIRS - Result Details

Frames	Document 1 of 3	
Next	DEPOT	Unisa
Document Number	TYPE	Accession
	REFERENCE	AAS47
	DESCRIPTION	DDT Jabavu Collection
	STARTING	1904
	ENDING	1966
Add to Display List <input type="checkbox"/>	REMARKS	Donor: Mrs. Betty Jabavu; 0,70m. Inventory.
Multiple Documents	SUMMARY	Davidson Don Tengo Jabavu (1885-1959), educator, civic and political leader. Studied in England, visited Tuskegee in USA. From 1916 to 1944 attached to Fort Hare as its most prominent African faculty member and Professor of Bantu Languages. Actively engaged in journalism, champion for agricultural improvement and the Temperance Movement. Author of pamphlets on religion, education and politics. Founding member of the SA Institute of Race Relations and active in the Joint Council Movement as well as most African political movements of his day: All African Convention (AAC) as president; Cape Voters' Convention and the Non-European Unity Movements.
		+ Publications by DDT Jabavu and others.
Print Document		+ Bulletins, calendars, reports, etc. of Fort Hare and Lovedale.
Result Summary		+ Diary: My Tuskegee Pilgrimage.
		+ Correspondence, including letters and telegrams of condolences.
Saved Queries		+ Memorandum by Tshekedi Khama.
		+ Notes and drafts of religious and political nature.
New Query		+ Publications by DDT Jabavu and others.
		+ Bulletins, calendars, reports, etc. of Fort Hare and Lovedale.
Refine Query		+ Diary: My Tuskegee Pilgrimage.
		+ Correspondence, including letters and telegrams of condolences.
Change Database		+ Memorandum by Tshekedi Khama.
		+ Notes and drafts of religious and political nature.

INVENTORIES ONLINE

Inventories on the UIR

Unisa Institutional Repository

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- [Archie Mafeje Research Institute](#) [0]
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Archives (Inventories)

Sub-communities within this community

- [Documentation Centre for African Studies](#) [5]
- [German Africana Collections](#) [4]
- [Junod Archive](#) [1]
- [K.S. Birch Archive](#) [0]
- [Library Associations Collection](#) [1]
- [Manuscripts Collection](#) [8]
- [Reverend Allan Boesak Papers](#) [5]
- [South African Museums Association Archive](#) [0]
- [Technikon SA Archive](#) [0]
- [Unisa University Archive](#) [1]
- [United Party Archive](#) [6]
- [Vista University Archive](#) [0]

Recent Submissions

[THE HANS MERENSKY PAPERS 1900- 1986 \(ADA Acc 51\)](#)

Coetzee, Marié A; Transvaal Provincial Museum Service (2012-09-05)

[Papers of the Gauteng and Environs Library Consortium \(GAELIC\) \(LA: GAELIC\)](#)

le Roux, Annette; Willis, Carole (2012-07-19)

[DR J S MOROKA COLLECTION \(DCAS Acc 46\)](#)

Ryke, Ammi; Van Gylswyk, Annika (2012-07-03)

[D D T JABAVU COLLECTION \(DCAS Acc 47\)](#)

Ryke, Ammi; Van Gylswyk, Annika (2012-07-03)

[Elisaveta Kandyba-Foxcroft Papers \(Mss Acc 54\)](#)

Coetzee, Marié A (2012-05-29)

Inventories on the UIR

[UnisaIR Home](#) [Archives \(Inventories\)](#) [Library Associations Collection](#) [Inventories \(Library Associations\)](#) [View Item](#)

Papers of the Gauteng and Environs Library Consortium (GAELIC) (LA: GAELIC)

[Show full item record](#)

Title:	Papers of the Gauteng and Environs Library Consortium (GAELIC) (LA: GAELIC)
Author:	le Roux, Annette; Willis, Carole
Abstract:	GAELIC was a regional academic library consortium founded in April 1996 as a programme of FOTIM (Foundation of Tertiary Institutions of the Northern Metropolis). It was initially established to collaborate in the purchase of a common library system but its focus evolved to ensuring the effective use of the library system; skills development and capacity building of member library staff and seeking opportunities for resource sharing and cooperative purchasing. Its benefits include: providing networking opportunities among member library staff, collaborative projects, access to collective resources and cost-effective practices through for example a wide variety of workshops, training sessions, marketing events and information sessions for its entire member library staff. The Collection (5.1 lin m) The GAELIC papers consist mainly of agenda, minutes and annexures of the various workgroups that functioned to ensure coordination and best practices amongst the GAELIC member libraries.
Description:	Inventory in the Unisa Archives, Library Associations and related organisations Archive (LA: GAELIC) 51 boxes.
URI:	http://hdl.handle.net/10500/6048
Date:	2012-07-19
Citation:	

Files in this item

Files	Size	Format	View	Description
GAELIC inventory.pdf	70.37Kb	PDF	View/Open	Inventory

This item appears in the following Collection(s)

- [Inventories \(Library Associations\)](#) [1]

[Show full item record](#)

[De Villiers Graaff High School](#)

www.overberginfo.com/index.php?option=com...id...

1 Dec 2009 – The Electronic Gateway to the Cape Overberg, your complete guide to the magical region on the southernmost tip of Africa. News, Events ...

[De Villiers Graaff - South Africa | LinkedIn](#)

za.linkedin.com/pub/de-villiers-graaff/6/135/187

Cape Town Area, South Africa - Director at De Grendel Wines

View **De Villiers Graaff's** (South Africa) professional profile on LinkedIn. LinkedIn is the world's largest business network, helping professionals like De Villiers ...

[\[PDF\] Sir De Villiers Graaff Papers](#)

uir.unisa.ac.za/bitstream/handle/.../DeVilliers%20Graaff%202.pdf?...

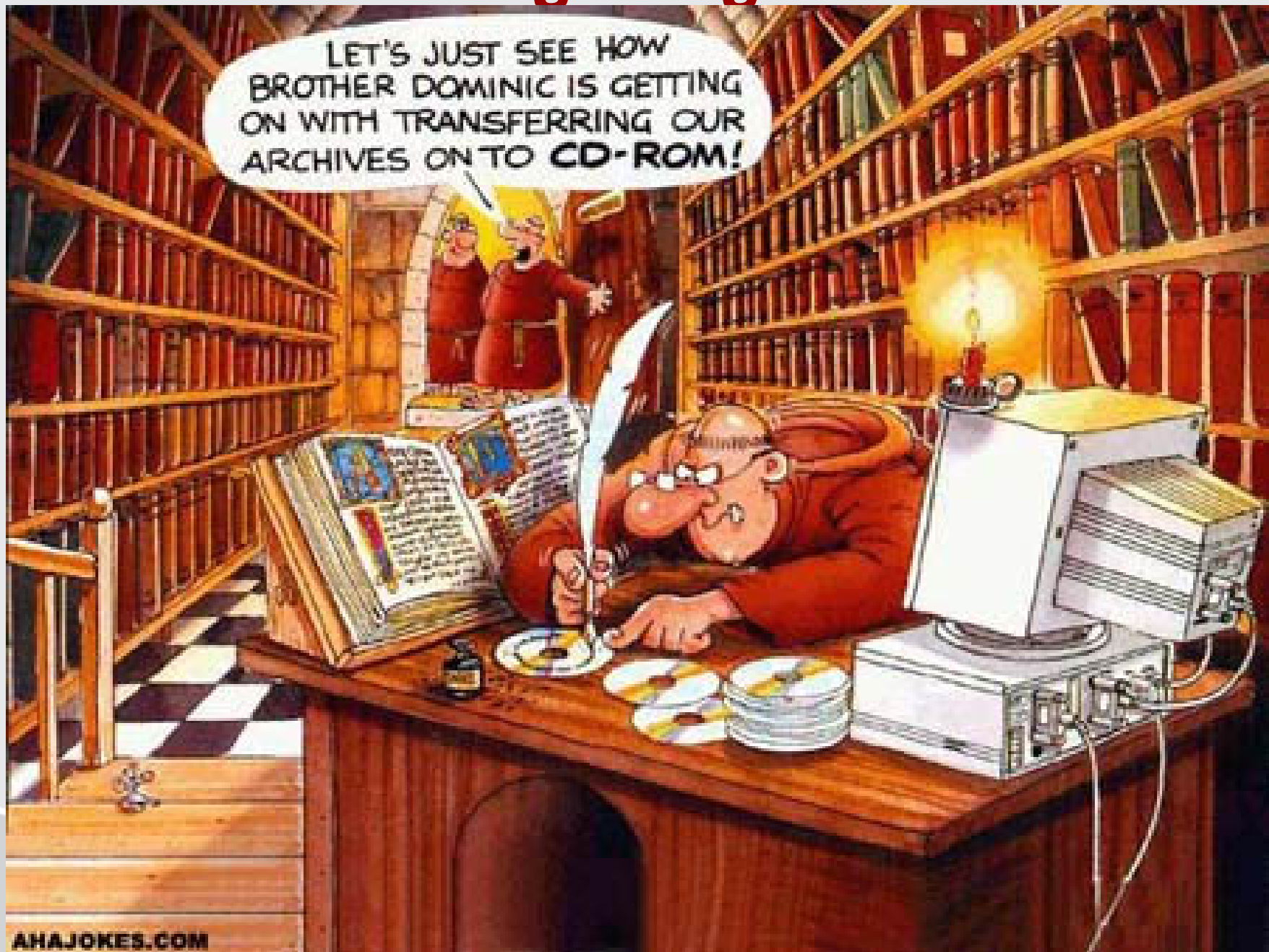
File Format: PDF/Adobe Acrobat - [Quick View](#)

by MA Coetzee - 2011

Sir **De Villiers Graaff** served South Africa for many decades with outstanding ... **De Villiers Graaff** received his schooling at the Western Province Preparatory ...

DIGITISING ARCHIVAL MATERIAL

We are getting there



Pilot project – Gandhi letters

Project 2000- 2001

CM Doke Collection – letters written by MK Gandhi

- scanned the documents
- transcribed the letters
- published on the web

Letter written by MK Gandhi, 1907

WESTMINSTER PALACE HOTEL
LONDON, S.W.

could not with
any profit be
pushed further.

In my of Nov 1st
letter, I have dealt with
your letter also.

The second interview
with Lord Curzon shows
how exclusively
we must rely on
passive resistance.

Mr Polak is doing
very wonderful
work in India.

I hope you are not
overworking
yourself.

With regards
to yourself Mrs & K
and children.

I am
yours truly
MK Gandhi

Project 2: Arthur Nortje

2005- 2007

Arthur Nortje Collection (1942 – 1970)

poetry, manuscripts, diaries & photographs

- scanned the documents
- transcribed notebooks & diary
- published on the web



Scan from Arthur Nortje's notebook

44 A Christmas Message
Jesus, wave-walker and world-master,
Preacher of patient^{faith} and peace;
give us the faith to follow faster
Charles Parker's music and message of joyce.

Give us the upright power of a fish-fin,
~~The peace of man~~
Mind-peace that makes peace possible.
~~But~~ Pray, be in our blood when we make the in-
accessible accessible,
When we wrestle with our hearts' thieves }
(for our hearts' den)

We adore you, Christ, this morning, this day-birth,
And we ~~must not~~ ^{cannot ignore} adore your ~~for~~ being a man
~~Your~~ ^{being baptised} being a man in your blood-bath;
Help us to help in our freedom, then
The thieves we must drive from our holy den.
~~Help us to~~ ^{freedom's disciples} feed the mass hunger
with the minimum of anger

Current project - Sabinet



Digitised archival material

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Archives and Special Collections

Browse by

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- [Subjects](#)
- [Advisor](#)
- [Type](#)

Search within this community and its collections:

These are collections that were donated to and digitised by the Unisa Library. The physical items are kept

The Unisa Library has negotiated permission for the digitisation of these items as far as possible from the University of South Africa.

Sub-communities within this community

- [Documentation Centre for African Studies](#) [615]
- [Hesse Collection of German Africana](#) [28]
- [Manuscript Collection](#) [0]
- [Political Posters](#) [0]
- [Reverend Allan Boesak Papers](#) [0]
- [Unisa Music Instrument Collection](#) [0]
- [University of the Cape of Good Hope/Unisa 1850-1918](#) [40]

Recent Submissions

[The recognition of native law since union.](#)

Matthews, Zacharia Keodirelang (2012-09-17)

[Letter from L. Kuper to Prof. Z. K. Matthews.](#)

Kuper, Leo (2012-09-12)

[Letter from Prof. L. J. du Plessis to Prof. Z. K. Matthews.](#)

Du Plessis, L. J. (2012-09-12)

[Letter from D. Nokwe to Prof. Z. K. Matthews.](#)

Nokwe, Duma (2012-09-12)

[Letter from K. Baueskuer to Prof. Z. K. Matthews.](#)

UNISA



The African National Congress

UMBUTHO WESIZWE ~ LEKHOTLA LA SECHABA

All Communications to be addressed to the Secretary-General

CC 151

Phone 33-4069

P.O. Box 9207

Head Office

31. BEZUIDENHOUT STREET,
FERREIRASTOWN,
JOHANNESBURG.

27th October, 1959.

Prof. Matthews,
P.O. Fort Hare,
Alice,
C.P.

Dear Prof.,

I was happy to receive your letter, and I think the Minister's conduct was thoroughly disgusting. We have decided not to enter into a newspaper war with him for the time being, until we have done what we can to assist you in solving a very difficult problem.

The Working Committee appreciates the difficult decision you have to make, it has not discussed the matter fully because it felt that before it does so, it must seek the reaction of the Chief, as also your own inclinations, as this problem involves important political and personal considerations.

The Minister's statement has despite the fact that it is untrue, further complicated the situation. It seems to me that apart from arousing African opinion against you, it was also intended by the Minister, who knew that what he said to be untrue, to be an attempt to get you not to accept appointment, by compelling you to refute his statement and make a declaration about your allegiance to Congress. It is difficult to see what else could have prompted such a thoroughly dishonest statement.

We hope we shall soon hear from you so that the W.C. could give its most serious consideration to the problem.

Yours in the struggle,

Albert B. Mokoena
D. MOKOENA

SECRETARY GENERAL.

Examples

CAPE OF GOOD HOPE.

COLONIAL SECRETARY'S MINISTERIAL DIVISION.

Report of the Council of the University of the Cape of Good Hope for the year 1898.

Presented to both Houses of Parliament by command of His Excellency the Governor,
1899.

1. The Council of the University of the Cape of Good Hope has the honour to present to His Excellency the Governor the following Report of its proceedings during the year 1898.

2. No changes have taken place in the membership of the Council during the year.

3. It is with great regret that the Council has to report the death of the late Chancellor, Sir Langham Dale. In testimony of the high esteem in which he was held, the following resolution was passed by the Council:—

“The Council of the University of the Cape of Good Hope has heard

UNISA

























STUDYMATERIAL

Studymaterial then



... and now 1612 files and growing...

 aurally handicapped		File Folder	2011/12/20 08:22
 calendars		File Folder	2012/08/20 13:20
 Exam papers		File Folder	2012/07/16 15:23
 jpg		File Folder	2011/09/29 08:51
 LAW		File Folder	2012/08/28 11:41
 post grad certif in educ		File Folder	2012/01/06 15:50
 ABET02F_2010_TOC studyg.pdf	2,437 KB	Adobe Acrobat Doc...	2012/01/31 12:51
 ABET12H_2010_TOC studyg.pdf	2,091 KB	Adobe Acrobat Doc...	2011/07/28 15:54
 ACA000P 2005-2008 TOC studyg.pdf	292 KB	Adobe Acrobat Doc...	2012/04/25 10:40
 ACA ACE ACT 1997 calendar.pdf	179 KB	Adobe Acrobat Doc...	2012/05/09 15:21
 aceen1-5 2007 TOC studyg.pdf	407 KB	Adobe Acrobat Doc...	2012/01/04 09:15
 ACH203X 2002 ch4 tut 501.pdf	774 KB	Adobe Acrobat Doc...	2011/08/10 12:26
 ACL202H 1994-1997 TOC studiegids1 AFR.pdf	102 KB	Adobe Acrobat Doc...	2012/05/07 15:06
 ACL202H 1994-1997 TOC studiegids 2 AFR.pdf	32 KB	Adobe Acrobat Doc...	2012/05/07 15:06
 ACL202H 1994-1997 TOC studyg.pdf	32 KB	Adobe Acrobat Doc...	2012/04/25 09:29
 ACN100-300 1998 calendar.pdf	221 KB	Adobe Acrobat Doc...	2012/05/07 14:59
 ACN100-300 2008 calendar_prt 2.pdf	326 KB	Adobe Acrobat Doc...	2011/09/30 15:11
 ACN101M 1999 TOC studyg.pdf	134 KB	Adobe Acrobat Doc...	2012/03/09 14:09
 ACN101M 2006-2007 TOC studyg.pdf	222 KB	Adobe Acrobat Doc...	2012/06/28 13:32
 ACN101M 2008 TOC studyg.pdf	129 KB	Adobe Acrobat Doc...	2012/03/27 08:16
 ACN101M 2009 TOC studyg.pdf	111 KB	Adobe Acrobat Doc...	2011/10/04 08:14
 ACN101M 2009_2 tut102.pdf	159 KB	Adobe Acrobat Doc...	2011/12/05 11:56

Electronic exhibitions

as marketing tools and making information available

The Unisa International Piano Competitions

Unisa Archives
January 2012

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4th International Piano Competition - 1988

Competitors



Seventh International Piano Competition - 1994



Questions?

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Unisa Archives

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